



Job Description  
Job Code: 134  
10/03/2007

## BUDGET ANALYST

**DEFINITION:** Under general supervision from the Accounting/Budget Manager, prepares, analyzes, and coordinates the development of the City's annual operating and capital improvement budget. Compiles and analyzes both statistical and fiscal data as the basis for preparing specific schedules, tables, and narrative summaries that are included in various budget documents. Analyzes budget expenditure estimates and fund balances continuously and makes necessary budget adjustments through out the fiscal year; and performs related duties as assigned.

**CLASSIFICATION:** This is an exempt, full-time, classified position with full benefits.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this classification.

### TASKS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class of work.

Performs complex financial analyses and statistical computations for various rate studies, salary increases, financial modes and cost allocation plans; develops and analyzes benchmarking and performance management tools; analyses national, state and local economic trends affecting the City and prepares impact reports and presentations for the City Council, senior management and citizens; develops, updates and maintains citywide database systems for budget; prepares training materials and instructional manuals; does presentations at budget workshops; conducts training sessions for department budget liaisons; prepares periodic and ad-hoc financial reports and provided in-depth analysis of financial conditions and future trends; performs complex analysis of capital program funding sources and ensures all legal and statutory requirements are addressed; review, analyzes and reports on the fiscal condition of the City' governmental funds, proprietary funds and fiduciary funds; researches and answers financial and budget inquires submitted by staff, city management, citizens, other municipalities and the City Council; participates in the development and implementation of special projects and data processing computer applications..

### KNOWLEDGE OF:

- Principles and practices of Governmental Operating and Capital Improvement Project budgeting and controls
- Principles and practices of accounts payable
- Principles and practices of variance analysis
- Governmental accounting, auditing principals
- Government Finance Officers Association (GFOA) Budget Standards
- Procurement methods and practices
- Budgeting performance measurements
- Public administration concepts and theories
- Principles and practices in assigned area of responsibility

## **Budget Analyst – (Continued)**

- Statistical analysis and theory
- Report writing techniques
- Applicable federal, state, and local laws, rules, and regulations

### **SKILLS AND OTHER ABILITIES:**

- Using a computer and related software applications
- Analyze a variety of data and /or information and making recommendation based on findings
- Conduct research
- Coordinate capital improvement programs and projects
- Interpret, apply, and manage program/project requirements
- Monitor and administer budgets
- Interpret direction, instruction, criteria, laws, rules and regulations, determines appropriate courses of action, and presents solutions to issues
- Produces and update documents on a personal computer (PC) using Word, Excel, Access and other related products
- Communicate and use interpersonal skills to interact with coworkers, supervisor, the general public, etc. to sufficiently exchange or convey information and to receive work direction

**PHYSICAL REQUIREMENTS:** This classification is in an office environment requiring mostly sedentary activities for the majority of the workday.

**MINIMUM QUALIFICATIONS:** Bachelor's Degree in Finance, Accounting, Business Administration, Management, or a related field, and two years of budget experience preferably in the public sector; or equivalent combination of education and experience that provides the required knowledge, skills, and abilities, qualifying.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Prepared by:   DLP  

Reviewed by:   RR